

TERMS OF REFERENCE FOR INTERNSHIP PROGRAMME

PART I		
Title of Internship	<i>Support to implementation of District nutrition interventions</i>	
Requesting Section	Matrixed between Nutrition and EADP	
Location	Mangochi, Salima, Dedza, Lilongwe, Dowa, Machinga respectively <i>1 Intern per district</i>	
Internship Duration	26 weeks	
Planned Dates	From: 1st March 2024	To: 31st August 2024

BACKGROUND AND JUSTIFICATION

Since the adoption of the global Scaling Up Nutrition (SUN) movement in 2011, Malawi has been implementing 13 high impact SUN interventions for children following a life cycle approach and has reduced stunting among children under five from 37 per cent in 2016 (Malawi Demographic and Health Survey (MDHS) 2015/6) to 35.5 per cent in 2020 (MICS 2019-2020). In addition, approximately 35 per cent adolescent girls in the age group of 15-19 years suffer from some form of anaemia. Overweight within the same age group has been steadily increasing from 4.2 per cent (MDHS 1992) in 1992 to 6.5 per cent (MDHS 2015/16). Nearly 13 per cent of adolescent girls are thin (MDHS 2015/16). While there is a remarkable progress in combatting malnutrition in children under five, Malawi noted an apparent policy and interventions gap on addressing nutritional needs for the adolescent population (10 – 19 years) which constitutes 27 per cent of the national population (Integrated Household Survey 5, 2020). The Government of Malawi (GoM) has recently taken bold steps in addressing adolescent nutrition considering its public health significance by developing the Multi Sector Adolescent Nutrition Strategy 2019-2023 and the roll out of the Iron folic Acid Supplementation (IFA) for adolescent girls aged 10-19 years.

In 2019, UNICEF supported the pilot of weekly Iron and Folic Acid (IFA) supplementation among adolescent girls in eight districts (Lilongwe, Salima, Mangochi, Machinga, Dedza and Dowa, Phalombe and Nsanje) using multi-sectoral collaboration between Ministry of Health and Population and Ministry of Education. This targeted adolescent girls (10-19 years) enrolled in school settings, and out of school adolescent girls in community setting. On a weekly basis, adolescent girls receive an IFA tablet containing 60 mg elemental iron and 2800 ug Folic Acid and is taken for 52 weeks in a year. Multisector weekly IFA supplementation programme showed promising results in 2019 with 70.3 per cent of adolescent girls reached with weekly IFA supplementation through schools and community platforms. In 2020, the country managed to reach 47 per cent of total adolescent population in the six districts with 23.4 per cent decline from 2019 due to the abrupt closure of schools for about six months. From fourth quarter of 2020, UNICEF supported GoM with recruitment of the first, second and third cohort of nutrition interns to provide a learning opportunity for them on broad nutrition programming and more specifically on adolescent nutrition programme. At the same time this contributed towards strengthening of the district level implementation of the IFA program. The interns were closely supervised by UNICEF Nutrition but for logistical reasons, housed at the office of the Principal Nutrition, HIV/AIDS Officers (PNHAO) in the six initial programme districts for IFA implementation.

The purpose of the internship is to provide a learning opportunity for the interns on several aspects related to nutrition programming. More specifically in monitoring and tracking of the implementation of the district nutrition package for adolescents. The package is comprised of weekly IFA supplementation, promotion of dietary diversification among children and adolescents, Social Behavioural Change (SBC), Multiple Micronutrient Programme, vitamin A supplementation and support to implementation of the community

management of acute malnutrition. Through this opportunity interns will also be able to learn and contribute towards the delivery and monitoring of the district nutrition package for adolescents.

As a joint and matrixed effort, the Education and Adolescents Development and Participation (EADP) section and Nutrition section of UNICEF Malawi therefore seeks to recruit six nutrition interns who will be based in the six districts (one per district) who are interested to enhance their educational experience through practical work assignments while being exposed to UNICEF's mandate and operations as well as learning on child rights and equity issues. The internship programme is also expected to provide Malawi with the assistance of qualified students specialized in the field of Nutrition. The interns will perform a supportive role to the District Principal Nutrition, HIV/AIDS Officers in monitoring and tracking district nutrition package (IFA supplementation, promotion of dietary diversification among children and adolescents, Social Behavioural Change Communication, Multiple Micronutrient Programme, Vitamin A supplementation and Community Management of Acute Malnutrition (CMAM)) in schools, health, and community platforms so that up-to-date data is provided in timely manner to national level for evidence generation and appropriate action.

It will be expected of the interns to be an active participant, collaborative and work among the team who will ensure correctness, timeliness and consistency of information related to District Nutrition interventions. All these should be consistent with the overall goal of meeting the needs and requirements for UNICEF programmes.

OBJECTIVE AND SCOPE OF WORK

The main purpose of the internship programme will be to support UNICEF programme implementation at district level while ensuring the development and enhancement of the intern's professional and educational experience through practical work assignments, exposure to UNICEF work across the country and beyond.

The intern will be part of the UNICEF (EADP) and Nutrition team where certain roles and responsibilities are shared and the objective of the team effort is to ensure convergence, collaboration and consistency in shared tasks for optimal results in the two sections and ultimately for pillar one and two.

The intern will support the implementation of UNICEF nutrition supported interventions with a focus on tracking on quality, monthly coverage and compliance for District Nutrition interventions. This includes, but not limited to:

Main Responsibilities and Tasks:

- Support the office of the District Principal Nutrition and HIV/AIDS Officer to conduct mapping of nutrition interventions at districts level as well key partners roles and responsibilities to ease coordination and synergy between actors.
- Support the District Principal Nutrition and HIV/AIDS Officer, District Nutrition Officer in analysing and compilation of monthly district adolescent nutrition data for district use and submission to national level.
- Track programme coverage of Social Behavioural Change Communication interventions including nutrition education and counselling sessions on monthly basis for both platforms.
- Monitor monthly IFA and vitamin A supplements, Ready To-Use Therapeutic Foods (RUTF), and Multiple-micronutrient Powder (MNP) stock levels in Health Facilities and schools.

- Provide on the job support to frontline workers and ensure compliance with SAM protocol as per MoH standards.
- Provide on the job technical support to frontline workers (HSAs, AEDOs and SHN teachers) to ensure compliance with IFA protocol and the implementation of the adolescent Nutrition sensitive Agriculture interventions.

REPORTING REQUIREMENTS

To whom will the Intern report (supervisory and any other reporting/communication lines):

The intern will directly report to the Nutrition Officer in Education Adolescent Development and Participation (EADP) section at national level with technical oversight from the Nutrition Specialist in the Nutrition section and Adolescent Development Specialist in the EADP section. At district level, the District Principal Nutrition, HIV/AIDS Officer will have a technical oversight role which is also in support of the intern's learning.

What type of reporting will be expected from the Intern and in what format/style will the submissions of reports/outputs be done?

Together with the supervisor, an initial assessment will be conducted to map existing UNICEF interventions to identify areas for improvement. Based on the main findings of the initial assessment, a monthly work plan will be developed, which will indicate key activities, deliverables and performance indicators which clearly specify deadlines.

The intern will be required to submit monthly reports to the supervisor which will also be shared with respective sections to which they are assigned to support. The monthly report will summarize the learning objectives achieved in conformity to the duties and responsibilities given.

- A strong channel of communication with the intern will be established, considering that initially they will be working remotely in the districts.
- Daily contact will be established between the district supervisor and the intern to check-in on his/her wellbeing, the progress of the work, and learning.
- Team meetings will be virtual or have the capacity to accommodate remote participants.

A quarterly meeting with interns will be held to assess progress against work plans and deliverables and agree on the way forward as well as to discuss learning and development progress.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the intern will be expected to perform the following activities and deliverables. A detailed workplan, schedule and delivery dates will be agreed upon at the onset of the internship programme as well as on a monthly basis:

1. No of districts with the 4W completed (Who's doing What, Where and When)
2. No IFA supplements, MNP, Vitamin A (routine district) and RUTF stock outs in Health facilities and school levels
3. Operational monthly IFA compliance tracking system within the district

4. Monthly progress report on comprehensive adolescent nutrition interventions (supplementation, social behavioural change communication)
5. Monthly data submitted in time by 10th of each month

PERFORMANCE INDICATORS FOR EVALUATION OF THE INTERNSHIP PROGRAMME

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in the workplan
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts where applicable

PAYMENT SCHEDULE

It is expected that the intern will work on a full-time basis. At the end of each month, the intern will fill out an invoice template attached to the monthly report for payment. The invoice will be shared with the Nutrition Officer for certification and thereafter, the intern will submit the certified copy of invoice to UNICEF MCO through the online invoice submission platform accessible via <https://mlwdigitalops.org/> . You can find the step-by-step process on this link <https://youtu.be/hstKJ8F-sVg>

Costs incurred during official field travel, including living costs and authorized by UNICEF, shall be covered in accordance with UNICEF procedure on Duty travel (DHR/PROCEDURE/2017/11/Rev.1)

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Enrolled in an undergraduate degree programme or be a recent graduate (graduated within the past two years) in field of Nutrition, Food Science, Environmental Health, Public Health, Nursing or related field.

Applicants must have excellent academic performance demonstrated by recent university or institution records.

Technical skills and competencies

- Team building and good interpersonal skills
- Good analytical skills
- Data compilation and presentation skills

Work Experience

Additional consideration will be given for any experience, specifically experience in implementation of nutrition related interventions at health, school, or community levels.

Languages

Fluency in English and Chichewa is required.

Other requirements

- Applicants must be at least 18 years old.

- Ability to communicate clearly.
- Strong analytical and good report writing and presentation skills.
- Able to demonstrate UNICEF core values of Care, Respect, Integrity, Trust, and Accountability as well as core competencies such as self-awareness and ethical awareness, working collaboratively with others, innovates and embraces change and drive to achieve impactful results.
- Applicants must have no relatives (e.g., father, mother, brother, sister) working in any UNICEF office and must have no other relatives in the line of authority which the intern will report to.

ADMINISTRATIVE ISSUES

The internship is on site basis and due to the nature of the field monitoring work, it will be carried out in Mangochi, Salima, Dedza, Dowa, Lilongwe, and Machinga housed at the District Council offices with periodic travel to Lilongwe, when required for review meeting.

In collaboration with District Councils, and for logistical purposes, office space will be provided within the PNHAO's office. The intern must provide his/her own laptop.

Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, travel in this case will be for a 3-day orientation session in Lilongwe.

No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's DHR Procedure on Internship Programme (PROCEDURE/DHR/2020/007).
- The internship may not commence unless the letter of offer and conditions regarding service is signed by both UNICEF and the intern.
- The intern will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment prior to the programme commencement – such trainings will be communicated in the offer.
- Interns are not considered as staff members of UNICEF and therefore not entitled to the privileges and immunities accorded by member states to UNICEF's officials and staff members.
- Interns will perform their functions under the authority of, and in full compliance with the instructions of, the UNICEF Head of Office and the UNICEF supervisor, or any person acting on his or her behalf.
- Under the Internship agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The Intern are intitled to 2.5 days per month off work for any reason, including medical reasons. The stipend will be reduced for any absence beyond this quota.
- The intern is responsible for covering own costs associated with accommodation, living expenses and travel to duty station, including obtaining all necessary travel documentation such as passport and visas when required.

- The intern is responsible for own adequate insurance, including medical, medical evacuation, life insurance or its equivalent, as well as insurance coverage for illness, injury, disability and death. UNICEF has no obligation for any costs or payments relating to the internship.
- UNICEF will not accept any liability for claims for compensation in respect of illness, injury or death arising out of related to the internship, except where such illness, injury or death results directly from the gross negligence or wilful misconduct of the officials or staff of UNICEF.

HOW TO APPLY

Interested interns should provide the following:

1. Curriculum Vitae
2. Motivation letter
3. Proof of studies/Certified copies of qualifications
4. References details